



I.T. 3100 User Guide for Attendance on Demand

(Latest update: http://www.attendanceondemand.com/IT3100_userguide.pdf)

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Information in this document is subject to change without notice.

Document Revision History

Date	Notes
10/26/11	<p>The following information is updated:</p> <ul style="list-style-type: none"> • The clock menu structure. See <i>Appendix A: I.T. 3100 Menu Structure</i> on page 20. • Employee Menu. See <i>Appendix D: Employee Menu</i> on page 35.
01/15/10	<p>The following information is updated:</p> <ul style="list-style-type: none"> • The employee enrollment. See <i>Enrolling Employees</i> on page 14. • The employee punches In/Out in the Verify mode or the Identify mode. See <i>Punching In or Out</i> on page 15. • The lift restriction operations, such as Lift Next Restriction, Lift Next Restriction for Employee can be associated with designated function keys. See <i>Appendix D: Employee Menu</i> on page 35. If the Supervisor Menu is used, the Lift Restriction and Lift Badge Restriction are available below the Overrides menu item. See <i>Appendix C: Supervisor Menu</i> on page 31. • A new menu item called Terminal ID is added below the Communications menu item. See <i>Appendix A: I.T. 3100 Menu Structure</i> on page 20.
11/23/09	<p>The following information is updated:</p> <ul style="list-style-type: none"> • If employees not assigned to the clock are not allowed to punch on this clock, the messages indicate that the employee is not a member of this unit. See <i>Employee Review</i> on page 35. • Employees can access the function keys using cards or fingers. In previous versions, employees can punch using cards or fingers, however only PIN entry from the keypad is supported to access the function keys. See <i>Appendix D: Employee Menu</i> on page 35. • A function key can be configured to perform the quick workgroup transfer to support the multiple level workgroup transfer. See <i>Quick Workgroup Transfer</i> on page 36. • Multiple level workgroup transfers is supported. See <i>Multiple Level Workgroup Transfer</i> on page 36. • Software Update menu and HTTP Timeout menu are added in the time clock menu structure. See <i>Appendix A: I.T. 3100 Menu Structure</i> on page 20.
05/21/09	<p>How to perform multiple level workgroup transfer operation is added in the Employee Menu section. See <i>Multiple Level Workgroup Transfer</i> on page 36.</p> <p>To access the employee function key, the employee must enter the badge number. Waving the badge in front of the reader is not supported for now. See <i>Appendix D: Employee Menu</i> on page 35.</p>
04/27/09	<p>Update information about the clock menu item Revert to Defaults. Performing this operation removes all transactions and configurations in the clock. See <i>Appendix A: I.T. 3100 Menu Structure</i> on page 20 for more updated on this operation.</p>

Date	Notes
03/05/09	New clock menu item called Restart Terminal is available in the clock application 1.14 to ensure the modified clock settings are saved correctly, for example, the selected reader type and so on. See <i>Appendix A: I.T. 3100 Menu Structure</i> on page 20.

Introduction	7
I.T. 3100 Features.....	7
Meet the I.T. 3100	8
Clock Face	8
Maintenance of the I.T. 3100	9
I.T. 3100 Lifecycle	10
Customer Steps.....	10
If using card reader	10
If using a biometric reader	11
Customer Steps: Using the I.T. 3100	12
QuickStart Guide for Using I.T. 3100	12
Working with the Biometric Reader	13
Understanding Biometric Technology and Enrollment.....	13
Enrolling Employees	14
Punching In or Out	15
Working with Badges	16
Understanding Card Reader Types.....	16
Preparing Badges for Use.....	16
Registering Badges in the System.....	16
Issuing Badges to Employees	17
Printing Badge Labels.....	17
Changing Badge Assignments.....	17
When an Employee Leaves Work.....	17
When an Employee Loses a Badge.....	18
When a Badge Label Becomes Damaged	18
Punching In or Out	18
Appendix A: I.T. 3100 Menu Structure	20
Appendix B: I.T. 3100 Station Properties in Attendance on Demand	26
Attendance on Demand Professional Edition 1.0.....	26
Basic Tab	26
Recent Activity Tab.....	27
Attendance on Demand Professional Edition 1.1	28
Station Activities.....	29
Appendix C: Supervisor Menu.....	31
Add Punch	32
Credit Hours	32
Credit Dollars	33
Add Schedule	33

Lift Restriction	34
Lift Badge Restriction	34
Appendix D: Employee Menu	35
Employee Review.....	35
Enter Tips	35
Simple Workgroup Entry	36
Multiple Level Workgroup Transfer	36
Quick Workgroup Transfer	36
Callback Transaction.....	37
Lift Next Restriction.....	37
Lift Next Restriction for Employee	37
Appendix E: Printing Badge Labels in Attendance on Demand.....	40
Configuring Badge Label Printing	40
Printing Badge Labels Using a Template	42
Appendix F: Issuing a Badge to a Single Employee in Attendance on Demand.....	43

Introduction

The I.T. 3100 is an industrial grade time recorder. It provides ATM-style function keys and multiple reader options and can operate in any kind of industrial environments. Employees punch In and Out and perform many comprehensive functions using a badge, PIN entry or finger.

I.T. 3100 Features

The I.T. 3100 has a capacity of approximately 1000 employees. Additionally, the I.T. 3100 stores 5000 transactions, 3000 schedules and 7000 workgroups. The I.T. 3100 provides the following key features:

- Multiple card reader modules. The following card reader modules are supported:
 - Barcode swipe card reader. The employee slides the card through the barcode swipe card reader from one side to another.
 - Magnetic swipe card reader. Magnetic swipe cards work like a credit card. There is a magnetic stripe on one side so that the user slides the card through the magnetic swipe card reader.
 - Proximity card reader. The employees do not need to slide the card through the reader, but rather flash the HID proximity card in front of the time clock (read distance is 1 inch or less from the proximity card reader).
 - Biometric reader. Suprema fingerprint reader verifies employees' identities based on their unique fingerprints. Employee privacy is protected, as just a mathematical template is stored in the system instead of the actual fingerprint.
- Internet capability. The I.T. 3100 can communicate with a remotely hosted system, Attendance on Demand.
- Ease of use. Once the I.T. 3100 is installed, plugged into the power outlet and Ethernet port, and configured, it can communicate with a hosted system immediately.
- Comprehensive function key operations. Eight ATM style function keys can be used for employee and supervisor operations. Employees can review worked hours, check benefits, enter tips, and so on. See *Appendix D: Employee Menu* on page 35 for details. The supervisor menu is used to perform transactions on behalf of employees. See *Appendix C: Supervisor Menu* on page 31.
- Employee punch time restriction. Using punch restrictions prevent employees from punching In or Out on the I.T. 3100 at unauthorized times.
- Highly secured. I.T. 3100 authority levels help you to control the access to MENU items or function keys.
- Automatic time synchronization and daylight savings adjustments with the system.
- Easy installation, little training and zero maintenance. The I.T. 3100 is easy to install. Once it is installed and configured, it is easy to use so little training is required and no maintenance is required.

Meet the I.T. 3100

The I.T. 3100 is an industry grade time recorder with streamlined technology that is easy to use and easy to configure. Let's review the basic parts of the time recorder.

Clock Face



- Display. It displays time, information, and instructions for the user.
- F1 to F8 function keys. They are used to perform comprehensive employee functions or supervisor functions.
- Navigation arrows. They are used to browse configuration menus in the time recorder, switch between Yes and No in the menus, scroll down to view the long messages on the screen, or erase numbers entered using the keypad.
- OK. It is used to indicate acceptance or move processes forward.

- Finger reader. Place the finger on the platen to punch.
- Cancel. It is used to indicate lack of acceptance, halt a process, or go back a menu.
- Card reader. Slide barcode cards or magnetic cards through the card reader, or wave the HID proximity card in front of the card reader 1 inch or less.
- MENU. Press # to access configuration options
- Synchronization. Press * to perform full synchronization operation and other operations, such as navigate among options (OK, Cancel, and an edit field).

Maintenance of the I.T. 3100

The I.T. 3100 works well in any temperature-controlled environment. There is no maintenance requirement. No special care is required for badges.

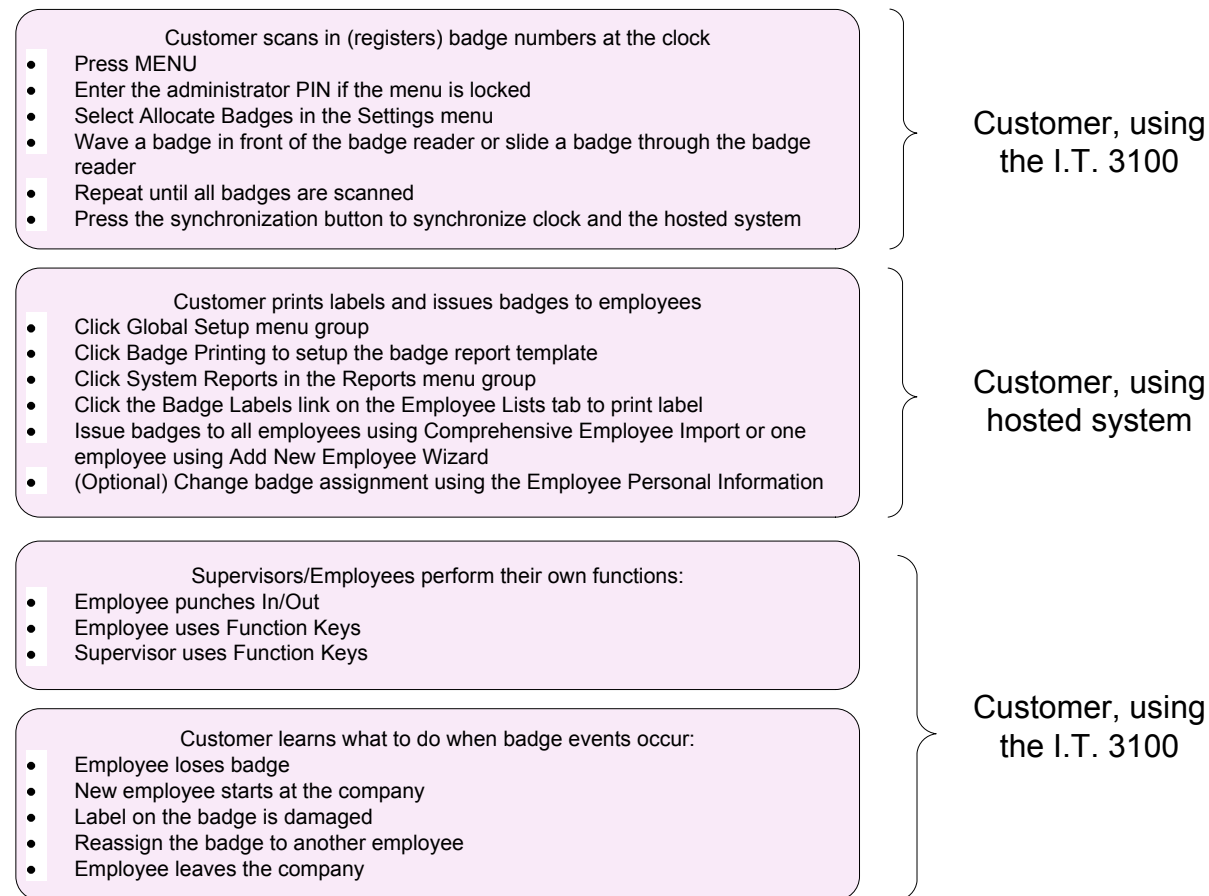
I.T. 3100 Lifecycle

Several steps are required in order to use the I.T. 3100. Understanding the steps helps you to have a great experience with the clock.

Customer Steps

The customer must complete some steps before supervisors and employees can use the clock. Several videos and an end user manual are provided to assist you.

If using card reader ...



If using a biometric reader ...

Customer enrolls finger at the clock

- Press MENU
- Enter the administrator PIN if the menu is locked
- Select Employee Enrollment in the Enrollment Menu
- Place the finger firmly on the platen twice.
- Press the synchronization button to synchronize clock and Attendance on Demand or MSS2

Supervisors/Employees perform their own functions:

- Employee punches In/Out
- Employee uses Function Keys
- Supervisor uses Function Keys

Customer Steps: Using the I.T. 3100

A few procedures are required for customers to begin using the time recorder. The QuickStart Guide lists the overall procedure. The remaining sections describe the steps in detail. Become familiar with these steps in order to guide customers in the installation and use of the I.T. 3100.

QuickStart Guide for Using I.T. 3100

To use I.T. 3100 clocks in HTTP mode with the hosted system, a few steps are required. This gives an overview of the process.

1. Based on your reader type, you can:
 - Scan employee badges at the clock. See *Registering Badges in the System* on page 16.
 - Enroll employee finger at the clock. See *Enrolling Employees* on page 14.
2. (Optional) Print the badge labels if necessary. See *Printing Badge Labels* on page 17.
3. (Optional) If the card reader is used, issue badges to employees. See *Issuing Badges to Employees* on page 17.
4. Employees punch In and Out as usual. See *Punching In or Out* on page 18 using badges. See *Punching In or Out* on page 15 using fingers. Supervisors and employees use their own function keys to perform transactions. For supervisor function keys, see *Appendix C: Supervisor Menu* on page 31. For employee function keys, see *Appendix D: Employee Menu* on page 35.
5. (Optional) if the card reader is used, learn what to do when badge events occur. See *Changing Badge Assignments* on page 17.
6. (Optional) Administrators use menu commands for system management. See *Appendix A: I.T. 3100 Menu Structure* on page 20.
7. (Optional) See *Recent Activity Tab* on page 27 to check clock activities in Attendance on Demand Professional Edition 1.0. See *Station Activities* on page 29 to check clock activities in Attendance on Demand Professional Edition 1.1.
8. (Optional) Modify the I.T. 3100 station properties, such as modifying the synchronization interval, or adding a user with the supervisor authority level in Attendance on Demand Professional Edition 1.0 or Attendance on Demand Professional Edition 1.1. See *Appendix B: I.T. 3100 Station Properties in Attendance on Demand* on page 26.

Working with the Biometric Reader

Employees can use a finger to punch In/Out on the time clock. This section describes biometric technology, how to enroll finger correctly, and how to punch In/Out.

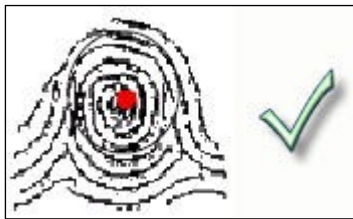
Understanding Biometric Technology and Enrollment

All fingerprints contain a number of unique physical characteristics called minutiae which include certain visible aspects of fingerprints such as ridges, ridge endings, and bifurcation (forking) of ridges. Most of the minutiae are found in the core point of fingerprints. A core point is the topmost point on the innermost upward ridge line. The quality of fingerprint image is relative to the number of minutiae points captured.

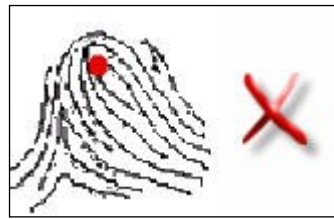
Please note: The I.T. 3100 time clock does not store or read finger prints. It uses the physical characteristics of the finger to create a unique template to store and compare when an employee punches.

To ensure a smooth finger enrollment process, consider the factors influencing finger enrollment and follow the rules to get good finger enrolled.

- **Finger selection.** Use index, middle or ring fingers with good core points. Avoid using thumb and little fingers since they are awkward to consistently position on the sensor. Good core points are found near the center of the fingerprint on the fleshy pad.

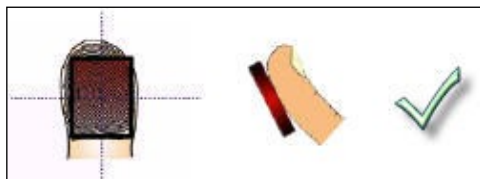


Good core point



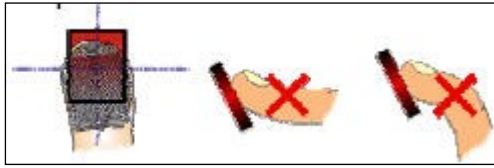
Bad core point

- **Finger position.** Always place the finger in the center of the sensor reader to ensure consistent finger positioning. If the scanned minutiae remain consistent whenever an individual punches, the fingerprint image is successfully matched to the pre-existing template. Placing the finger far from the center of the sensor reader increases the rejection rate.
- **Finger area.** Maximize the surface area of the fingerprint to capture the most minutiae.



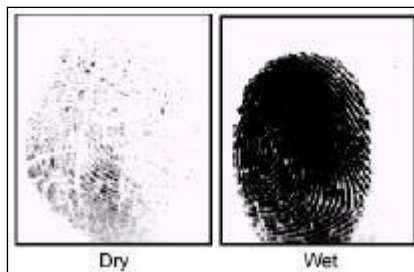
Correct placement

Avoid the following most common mistakes made during the initial phase of enrollment.



Incorrect placement

- **Finger rotation.** Avoid or minimize finger rotation during enrollment and verification.
- **Finger condition.** Avoid using a finger that is too wet or dry. Excessive or lacking moisture can result in poor-quality fingerprints, characterized by smudged, faded or distorted areas on the fingerprint.



Poor quality fingerprints

- **Finger Pressure.** Apply moderate pressure when making contact with the sensor reader. If too much pressure is applied, the ridges adhere to each other, which is similar to the wet fingerprint image. On the other hand, if too little pressure is applied, the resulting image is similar to the dry fingerprint. A little practice is needed for employees to get the feel of it.

Enrolling Employees

Before employees can be enrolled at a time recorder, those employees must have badge numbers and belong to a clock group that is assigned to the time clock. Then employee fingerprint enrollment can be performed at the time clock. To enroll an employee, you can use the time clock configuration menu or the dedicated function key for enrolling employee.

To enroll employee use the time clock configuration menu:

1. Press # on the time clock.
2. Enter the administrator's PIN to access the I.T. 3100 menu if the menu is locked. The Enrollment Menu is highlighted.
3. Press Ok. Employee Enrollment is highlighted.
4. Present the employee badge or enter the employee's badge number.
5. Press OK. If no template exists for this badge number, a message indicates that this badge number does not yet have any templates. Otherwise, a message indicates how many templates are associated with this badge number, for example, "This employee already has one template". In the re-enroll screen, confirm re-enroll the template or not.

Follow the following instructions on the display to place or remove the finger on or from the platen for the finger enrollment:

- First, a notification message, such as "Preparing to enroll 1 of 1 finger(s)" is displayed.

- After the message “Place Your Finger Firmly” is displayed, place the finger on the platen.
- Remove the finger from the platen after the message “Remove your Finger” is displayed.
- Place the finger on the platen again when the message “Place Your Finger” is displayed.

It is important that the finger is placed on the platen in the same manner every time. See *Understanding Biometric Technology and Enrollment* on page 13 to ensure enrollment successful.

6. Once the enrollment is successful, the employee badge number is displayed with the score number on the screen. The score reflects how accurately your finger is placed on the platen and should average above 80. If the enrollment fails, an error message “About to try again” is displayed with the score number.
7. Enroll other employees or press Cancel to exit the menu.
8. Once the employee enrollment process is completed successfully, press t* to force a synchronization operation to upload finger templates to the system.

To enroll employee use the dedicated function key:

1. Press function key to access Enrollment Menu. Enroll Employee is highlighted.
2. Press OK.
3. Enter employee badge number.
4. Follow the instructions on how to enroll an employee using the time clock configuration menu in *Enrolling Employees* on page 14.

Punching In or Out

After employee fingers are enrolled in the system, they can punch In/Out.

1. (For Verify mode) Enter the employee badge number in this step or in step 3.
2. (For Verify mode or Identify mode) Place enrolled finger on the platen. It is important that the finger is placed on the platen in the same manner every time.
3. (For Verify mode) Enter the employee badge number in this step or in step 1.
4. If the finger is read successfully, Employee name and “Transaction Accepted” are displayed on the screen.

If the finger read is not successful, error messages are displayed, such as “Access Denied”, or “Verification Failed”. Customized messages can be displayed for different situations, such as “Double Punch”, or “Not a member of this unit”. Make sure the employee is enrolled using the correct badge.

Working with Badges

Depending on the card reader installed on the time clock, the I.T. 3100 can read different badges to punch employees In and Out and perform transactions, such as bar code badges, magnetic badges, and barcode badges. This section describes how to prepare and use badges with the I.T. 3100.

Understanding Card Reader Types

Instead of having to remember a complicated badge number, employees simply carry their badges in order to punch. The I.T. 3100 supports the following three card readers:

- Barcode swipe card reader. Barcode swipe cards utilize the 3 of 9 and 2 of 7 barcodes. The employee slides the card through the barcode swipe card reader.
- Magnetic swipe card reader. Magnetic swipe cards work like a credit card. There is a magnetic stripe on one side so that the user slides the card through the magnetic swipe card reader.
- Proximity card reader. The employees do not need to slide the card through the reader, but waves the HID proximity card in front of the time clock (read distance is 1 inch or less close to the proximity card reader).

Preparing Badges for Use

Before badges are ready to use, some preparation is required.

- Scan or slide the badges at the clock to register them with the system. See *Registering Badges in the System* on page 16.
- Issue badge numbers to employees, print badge labels, and give badges to employees. See *Issuing Badges to Employees* on page 17.

Registering Badges in the System

Badges must be registered in the system so employees can easily be assigned an appropriate badge number. This operation is performed at the I.T. 3100.

1. Press (#) MENU on the I.T. 3100. If needed, identify an administrator at the clock with a PIN.
2. Use the arrow keys to navigate to Settings and press OK.
3. Use the arrow keys to navigate to Allocate Badges and press OK. The I.T. 3100 displays Present badges to register.
4. Pass or slide each badge over the reader, one after the other, to register the badges.
5. Press ESC to exit the menu. The clock performs a synchronization automatically to upload badges to the system.

Issuing Badges to Employees

Before badges can be used they must be issued to employees (with or without labels). This procedure is different depending on whether you are issuing badges to all employees (typical when a clock is first being installed) or to just one employee (typical when a new employee is hired).

Issuing Badges to All Employees

Use the Comprehensive Employee Import or the Simple Employee Import to import employees with their badge numbers in Attendance on Demand.

Issuing Badges to One Employee

Use Add New Employee Wizard to issue a badge to a new employee when he/she is added in Attendance on Demand.

Printing Badge Labels

The I.T. 3100 comes packaged with label sheets. To print labels from Attendance on Demand, see *Appendix E: Printing Badge Labels in Attendance on Demand* on page 40.

Changing Badge Assignments

Badge assignments must occasionally be changed when an employee leaves the company, no longer punches, or loses or damages a badge.

When an Employee Leaves Work

If an employee leaves the company or no longer punches, ask the employee to return his or her badge. If the badge is returned, a label can be reprinted and the badge number reused.

When an employee leaves, it is a best practice to release the employee's badge number in the employee Personal Information page by clicking Release next to the Badge field on the Basic tab.

Pages **Personal Info.** Employee **Campagna, Richard** Location **1**

Campagna, Richard (1, 2, 1)

Last Name	First Name	ID	Badge	Location	Department
Campagna	Richard	132	45813199	1	2

[Basic](#)
[Personal](#)
[Private](#)
[Address](#)
[Rates](#)
[Workgroup](#)
[Active](#)

Last Name Campagna
First Name Richard
Middle Initial
ID Number 132
Badge 458,13199 [Release](#)
Pay Class Full Time [Change](#)
 Pay Class Eff. Date Tue Jan-31 06
Clock Group Clock Group #1
Schedule Pattern None [Change](#)
 Sch. Patt. Eff Date Tue Jan-31 06
Date of Hire Tue Jan-31 06 [Change](#)

When an Employee Loses a Badge

When an employee loses a badge, a new badge number must be assigned in the employee Personal Information in Attendance on Demand. See *Appendix F: Issuing a Badge to a Single Employee in Attendance on Demand* on page 43.

When a Badge Label Becomes Damaged

If a badge label becomes damaged, see *Appendix E: Printing Badge Labels in Attendance on Demand* on page 40 on how to print a badge label.

Punching In or Out

After badges are assigned to employees, they can punch In/Out.

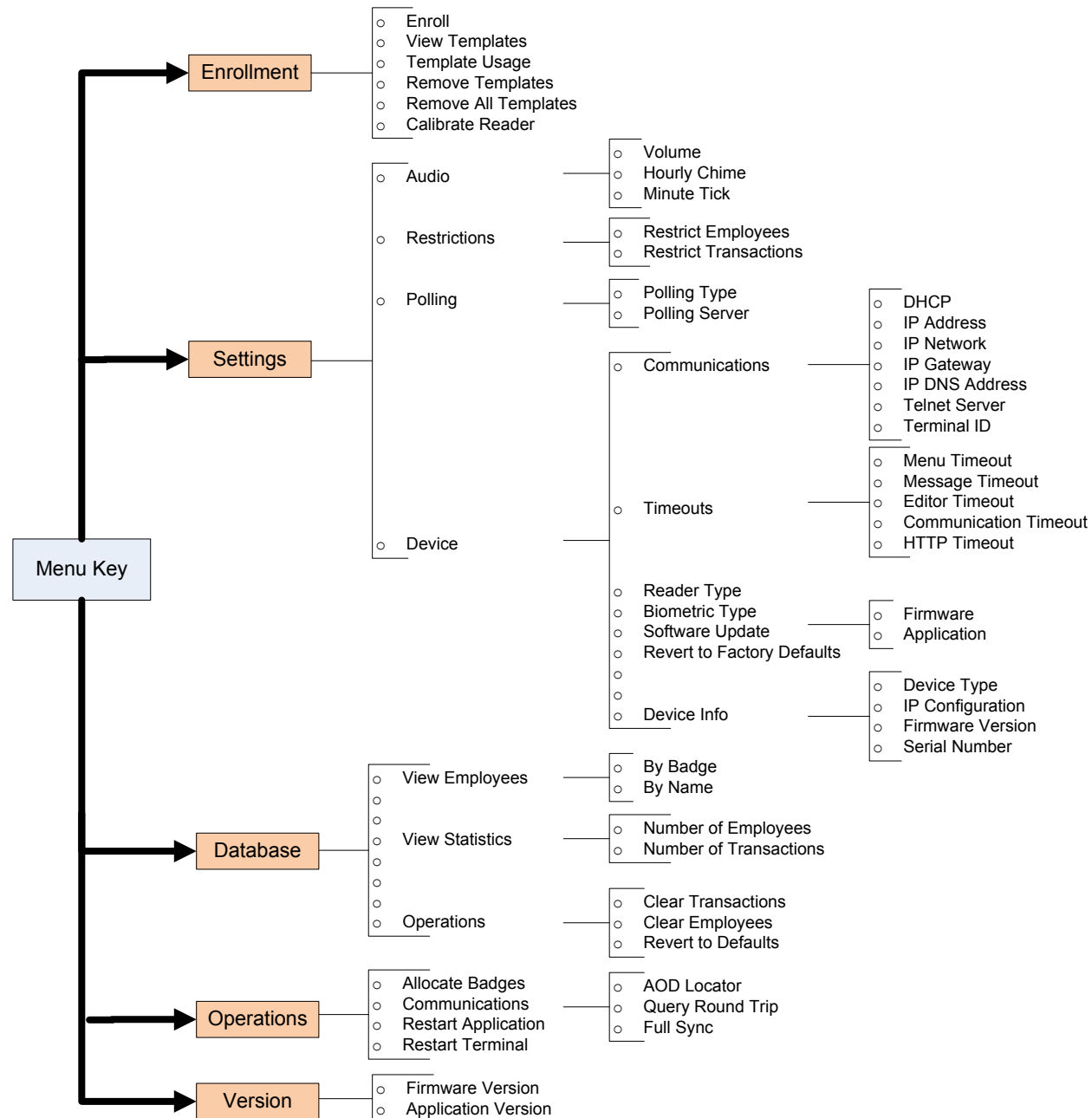
1. If proximity card reader is used, wave a proximity badge 1 inch away from the reader (or closer) or type the employee's badge number at the clock.
If barcode swipe card reader or magnetic swipe card reader is used, slide a card through the reader at the clock.
2. If the badge is read successfully, Employee name and "Transaction Accepted" are displayed on the screen.

If the badge read is not successful, error messages are displayed, such as “Access Denied”. Customized messages can be displayed for different situations, such as “Double Punch”, or “Not a member of this unit”. Make sure the employee is enrolled using the correct badge.

Appendix A: I.T. 3100 Menu Structure

This appendix describes the I.T. 3100 menu structure, menu items and operations.

Note: The Enrollment Menu is available only if the biometric reader is installed and Suprema is selected in the Biometric type menu.



Operation	Description
<i>Enrollment menu</i>	
Enroll	Enroll employee finger into the device. Employees must present badge numbers before enrolling their fingers.
View Templates	Displays how many finger templates are available in the clock for a specific employee.
Template Usage	Displays the finger templates usage information in the clock.
Remove Templates	Remove a specific employee's finger templates in the clock.
Remove All Templates	Remove all employees' finger templates in the clock.
Recalibrate Reader	Under development.
<i>Settings menu</i>	
Volume	The volume of voice prompts, from 0 – 99; 99 is loud, 0 is silent. Press the left arrow to erase the number and re-enter it. Use the right arrow to navigate between the OK, Cancel and the edit field.
Hourly Chime	Specify whether or not play the sound of an hourly chime upon the hour. Press the up or down arrow to choose Yes or No. Use the right arrow to navigate between the OK, Cancel and the edit field.
Minute Tick	Specify whether or not play the sound of a clock ticking every minute. Press the up or down arrow to choose Yes or No. Use the right arrow to navigate between the OK, Cancel and the edit field.
Restrict Employees	Displays the message “Restrict employees not assigned to this clock”. Press the Up or Down arrows to choose from the following options: <ul style="list-style-type: none"> • Yes. Employees not assigned to this clock cannot punch using this clock. • No. Employees not assigned to this clock can punch using this clock. Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.
Restrict Transactions	Displays the message “Restrict transactions based on the employee's restriction class”. Press the Up or Down arrows to choose from the following options: <ul style="list-style-type: none"> • Yes. Employee transactions are restricted based on the restriction class configured in the software. • No. Employee transactions are not restricted. Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.

Operation	Description
Polling Type	<p>Press the Up or Down arrows to choose from the following type of polling used by this clock:</p> <ul style="list-style-type: none"> • Polled. Not used. • Push (AoD). The push technology is used for Attendance on Demand and the clock. • Push (Local). Not used. <p>Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.</p>
Polling Server	Not used.
DHCP	<p>Configures whether DHCP is used or not. Press the Up or Down arrows to choose from the following options:</p> <ul style="list-style-type: none"> • Yes. If DHCP is used, select Yes. • No. If a static IP is used, select No. <p>Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.</p>
IP Address	Enter the IP address of the clock if static IP is used. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among the edit field, OK, and Cancel.
IP Network	Enter the IP Mask of the clock if static IP is used. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among the edit field, OK, and Cancel.
IP Gateway	Enter the IP Gateway of the clock if static IP is used. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among the edit field, OK, and Cancel.
IP DNS Address	Enter the DNS IP address of the clock if static IP is used. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among the edit field, OK, and Cancel.
Telnet Server	Configures whether you allow the clock to be accessed remotely. Through Telnet, specific application and data can be loaded on the clock for maintenance and troubleshooting. Press the Up or Down arrows to select Yes or No. Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.
Terminal ID	Enter a number with a range of 1 to 999. This number combined with host name (it3100) is used to differentiate multiple terminals on the same network. For example, an I.T. 3100 with a terminal id of "86" has a host name of "it3100-86".
Menu Timeout	Enter the number of seconds after which the menu display times out. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field.

Operation	Description
Message Timeout	Enter the number of seconds after which the displayed message times out. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field.
Editor Timeout	Enter the number of seconds after which the display for entering information times out. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field.
Communication Timeout	Enter the number of seconds after which the communication between the system and the clock times out. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field.
HTTP Timeout	Enter the number of seconds after which the HTTP requests time out. It can be configured from 30 seconds to 3000 seconds. The default value is 120 seconds. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field.
Reader Type	<p>Press the Up or Down arrows to select the reader type: None, Wiegand, Wiegand (External), Barcode, or Magnetic. Select None if PIN entry and/or biometric reader are used. The biometric reader is detected automatically. Press Right arrow to navigate among the selection field, Ok, or Cancel. Press Enter to confirm the selection.</p> <p>After this configuration, select Yes for Restart Terminal in the Reset menu. This operation ensures clock settings are saved correctly and taken into effects after the terminal is restarted.</p>
Biometric Type	<p>Press the Up or Down arrows to select the biometric type: None or Suprema. Select Suprema if the biometric reader is used. Press Right arrow to navigate to Yes or No selection, Ok, or Cancel. Press Enter to confirm the selection.</p> <p>Power down the clock after this configuration, then power up the clock again to save the settings.</p>
Software Update/Firmware	Upgrade the firmware version first. Once the firmware version is selected, the clock is updated and reboots. The latest Firmware version is 1.0.1.0.28.
Software Update/Application	Upgrade the application version after upgrading the firmware version. Once the application version is selected, the clock is updated and reboots. The latest Application version is 1.38.
Revert to Factory Defaults	Returns the clock to original factory settings.
Device Type	Displays the clock type, for example, cx20.
IP Configuration	Displays the clock IP address, Mask, Gateway, DNS and Mac address.
Firmware Version	Displays the clock flash version.
Serial Number	Displays the clock serial number.

Operation	Description
Database Menu	
View Employees/ By Badge	Displays employee name, badge number, and last punch time sorted by badge number. Browse to the last or next employee using the Up and Down keys.
View Employees/ By Name	Displays employee name, badge number, and last punch time sorted by employee name. Browse to the last or next employee using the Up and Down keys.
View Statistics/Number of Employees	Displays the number of employees that registered in the clock. The maximum number of employees is 250.
View Statistics/Number of Transactions	Displays the number of transactions in the clock. The maximum number of transactions is 3,000.
Clear Transactions	Removes employee transactions from the clock.
Clear Employees	Removes employees from the clock.
Revert to Defaults	Clear all existing application settings (for example, function keys, employees, transactions, templates and so on) and returns the clock to original application defaults. This operation does not impact the IP Configuration that in the Settings, Device, then Device Info menu. When the clock communicates next time, application settings from the software are restored to the clock.
Operations menu	
Allocate Badges	<p>Adds a badge to the device. If the employee is not assigned a badge number in the software, using an allocated badge results in a mismatched badge. Once a badge is enrolled, the badge can be used immediately for punching. After all badges are allocated in the clock, press ESC to exit the menu. The clock performs a synchronization automatically to upload badges to the system.</p> <p>Note:</p> <ul style="list-style-type: none"> • <i>Badges can be assigned to employees using Attendance on Demand, allowing you to skip the Allocate Badges function.</i> • <i>Unregistered badges can be registered in the system automatically without using the Allocate Badges function if “Automatically register unrecognized badges for future employee assignment” is selected on the Setup tab.</i>
AoD Locator	Displays the Attendance on Demand database URL.
Query Round Trip	Not used.
Full Sync	Perform full synchronization operation to share employee data, transactions and settings between the clock and the hosted system.
Restart Application	Select Yes to reload the application.

<i>Operation</i>	<i>Description</i>
Restart Terminal	Select Yes to restart the terminal after exists the menu or the menu times out. Select No to not restart the terminal. If any clock settings are modified, select Yes to ensure changes are saved correctly and take effect after the terminal is restarted. Otherwise, select No.
<i>Version menu</i>	
Firmware Version	Displays the clock Flash version.
Application Version	Displays the clock Application version.

Appendix B: I.T. 3100 Station Properties in Attendance on Demand

This appendix describes the clock settings in the I.T. 3100 properties in the following scenarios:

- If you use Attendance on Demand Professional Edition 1.0, see *Attendance on Demand Professional Edition 1.0* on page 26.
- If you use Attendance on Demand Professional Edition 1.1, see *Attendance on Demand Professional Edition 1.1* on page 28.

Attendance on Demand Professional Edition 1.0

If your customers use Attendance on Demand Professional Edition 1.0:

1. Click System Maintenance in the left-hand menu.
2. Click Time Clock Stations.
3. Click the I.T. 3100 station. See the following tabs to help them define the clock properties and view station activities.

Basic Tab

Basic		Recent Activity
Name	Warehouse I.T. 3100	
Number	17	
Type	L-App 1.0	
Serial No.	7300021	
Sync Mode	Default	
Sync Interval (Mins)	60	
Sync Offset (Mins)	21	
Log Transactions	Enabled	
Log Incorrect Value Rejections	Enabled	
Time Zone Offset	Same As Corporate	
Skip Daylight Savings	Disabled	

Property	Description
Name	A friendly name given to this station.
Number	The time recorder’s internal station number. This number can not be changed. It can be re-issued if a station is removed and re-added.

Property	Description
Type	The type of station. L-App 1.0 is selected for the I.T. 3100.
Serial No.	The serial number of the time recorder.
Sync Mode	The default mode allows the time recorder to initiate communications with the hosted system at a frequency defined by the Sync Interval and Sync Offset values.
Sync Interval	The number of minutes between clock-initiated synchronization operations.
Sync Offset	Determines when the synchronization operation should start. For example, if the Sync Offset is 21, the first synchronization is initiated at 21 minutes past the hour. The Sync Offset balances the hosted system load, preventing all synchronizations from occurring simultaneously.
Log Transactions	When enabled, each transaction is logged in the Station Activity Log.
Log Incorrect Value Rejections	When enabled, records when the time clock rejects an attempt to assign an employee to an I.T. 3100 station.
Time Zone Offset	Determines the amount of time offset from the corporate time zone. For example, if the corporate headquarters is in EST and this company is in CST, then choose One Hour Earlier. Choose any time up to 5 hours earlier or 5 hours later than corporate.
Skip Daylight Savings	When enabled, daylight savings time is not observed.

Recent Activity Tab

The Recent Activity tab shows the Station Activity Log. The Station Activity Log records activity between the I.T. 3100 and the hosted system.

Return to Stations Clear Activity Log Refresh			
Warehouse I.T. 3100			
<div> <div>Basic</div> <div>Recent Activity</div> </div>			
Timestamp	Description	Station	EffDateTime
8/8/2008 11:33:01 PM	66 Users; 2 Templates; 0 Transactions; 2 Events;	Warehouse I.T. 3100	8/8/2008 11:33:01 PM
8/8/2008 11:33:01 PM	Sync set for Fri 08/08/2008 11:33p	Warehouse I.T. 3100	8/8/2008 11:33:00 PM
8/8/2008 11:33:01 PM	Next Sync at Fri 08/08/2008 11:33p	Warehouse I.T. 3100	8/8/2008 10:33:01 PM
8/8/2008 10:33:01 PM	66 Users; 2 Templates; 0 Transactions; 2 Events;	Warehouse I.T. 3100	8/8/2008 10:33:01 PM

Attendance on Demand Professional Edition 1.1

If your customers use Attendance on Demand Professional Edition 1.1:

- 1. Click System Maintenance in the left-hand menu.
- 2. Click HTTP Clocks tab.
- 3. See the following instructions to help them define the clock properties in the I.T. 3100 station area.

System Maintenance

Reason Codes

Locations

Departments

Cost Centers

Active Conditions

HTTP Clocks

Pay Periods

Time Recorders

Warehouse I.T. 3100

Basic

Name: Warehouse I.T. 3100
Model: L-Application 1.0
Serial Number: 7300025
Synchronize every 60 minutes.

Change

Time

Time Zone Offset: Same As Corporate
Date and Time Synchronized with Host.

Change

Logging

Transaction Logging Enabled.
Rejection Logging Enabled.

Change

Supervisors

Add New Station Supervisor

Station Supervisors

Sup 1)

PIN: 1234
ID: 1
Authority: Administrator

Change

Remove

The **Basic** area. Click the Change link to modify the following properties in the table.

Property	Description
Station Name	A friendly name given to this station.
Station Type	The type of station. L-Application v1.0 is selected for the I.T. 3100.
Synchronization Interval	The number of minutes between clock-initiated synchronization operations. The default value is 60.
Synchronization Offset	Determines when the synchronization operation should start. For example, if the Sync Offset is 21, the first synchronization is initiated at 21 minutes past the hour. The Sync Offset balances the hosted system load, preventing all synchronizations from occurring simultaneously.

The **Time** area. Click the Change link to modify the following properties in the table.

Property	Description
Time Zone Offset	Determines the amount of time offset from the corporate time zone. For example, if the corporate headquarters is in EST and this company is in CST, then choose One Hour Earlier. Choose any time up to 5 hours earlier or 5 hours later than corporate.
Date and Time Synchronized with Host	The date and time are synchronized and adjusted with the central hosted server time.

The **Logging** area. Click the Change link to modify the following properties in the table.

Property	Description
Log Transactions Received	When enabled, each transaction is logged in the Station Activity Log.
Log Loading Rejections	When enabled, records when the time clock rejects an attempt to assign an employee to an I.T. 3100 station.

The **Supervisor** area. This area presents a list of employees that have the authority to access the MENU items or function keys.

Property	Description
Supervisor ID	Supervisor unique identification number.
Authority	There are the following five authority levels from low to high: <ul style="list-style-type: none">• None. The users can access function keys with the None authority level without any limitation.• Home Employee. The user with the Home Employee authority can access function keys that are not allowed to be accessed.• Enroller. The user with the Enroller authority can enroll biometric templates of other people.• Supervisor. The user with the Supervisor authority can access function keys, but can't access MENU items.• Administrator. The user with Administrator authority can access MENU items and function keys.
PIN Number	Personal identification number to access the MENU items or function keys.

Station Activities

To view the communication activities between the I.T. 3100 and the hosted system:

1. Click Station Logs in the left-hand menu.
2. Select I.T. 3100 station name from the Station drop down menu.

3. Select options from the Activity drop down menu and Periods drop menu.

Administrator

Administrator Browser Profile

Daily Operations

Scheduling

Interactive Summaries

Reports

Operations

Employee Lists

Logs

- Event Logs
- Process Logs
- Station Logs

Station Warehouse I.T. 3100

Activity All

Periods Last Three Days

Print All

n/a

handpunch

IDpunch 5

IDpunch 7

WebNet HP

Office IDpunch 7

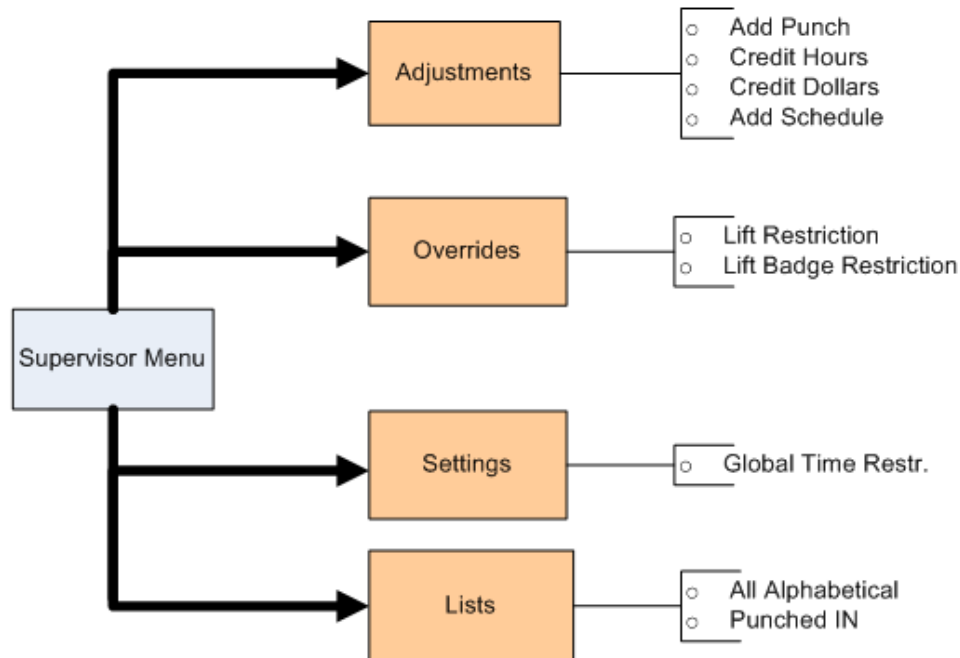
Warehouse I.T. 3100

		Station	EffDateTime
8/8/2008 11:33:01 PM	66 Users; 2 Templates; 0 Transactions; 2 Events;	Warehouse I.T. 3100	8/8/2008 11:33:01 PM
8/8/2008 11:33:01 PM	Sync set for Fri 08/08/2008 11:33p	Warehouse I.T. 3100	8/8/2008 11:33:00 PM
8/8/2008 11:33:01 PM	Next Sync at Fri 08/08/2008 11:33p	Warehouse I.T. 3100	8/8/2008 10:33:01 PM
8/8/2008 10:33:01 PM	66 Users; 2 Templates; 0 Transactions; 2 Events;	Warehouse I.T. 3100	8/8/2008 10:33:01 PM
8/8/2008 10:33:01 PM	Sync set for Fri 08/08/2008 10:33p	Warehouse I.T. 3100	8/8/2008 10:33:00 PM
8/8/2008 10:33:01 PM	Next Sync at Fri 08/08/2008 10:33p	Warehouse I.T. 3100	8/8/2008 9:33:02 PM
8/8/2008 9:33:02 PM	66 Users; 2 Templates; 0 Transactions; 2 Events;	Warehouse I.T. 3100	8/8/2008 9:33:02 PM

Appendix C: Supervisor Menu

Use the following steps to access the supervisor menu and perform supervisor edits for employees.

1. Press a function key to access the supervisor menu.
2. Type the supervisor's PIN.
3. Select operation. The following supervisor operations are available:



Operation	Description
<i>Adjustments Menu</i>	
Add Punch	The Add Punch operation allows the supervisor to add a punch for an employee. See <i>Add Punch</i> on page 32 for the detailed process.
Credit Hours	The Credit Hours operation allows the supervisor to credit hours for an employee. See <i>Credit Hours</i> on page 32 for the detailed process.
Credit Dollars	The Credit Dollars operation allows the supervisor to credit dollars for an employee. See <i>Credit Dollars</i> on page 33 for the detailed process.
Add Schedule	The Add Schedule operation allows the supervisor to add a standard schedule for an employee. The new schedule replaces any previous schedules the employee had on the selected date. See <i>Add Schedule</i> on page 33 for the detailed process.
<i>Overrides Menu</i>	

Operation	Description
Lift Restriction	The Lift Restriction operation allows the supervisor to remove any restriction for the next badge or template initiated transaction. See <i>Lift Restriction</i> on page 34 for detailed process.
Lift Badge Restriction	The Lift Restriction operation allows the supervisor to remove any restriction for the specified badge or the template associated with the employee badge when the badge or the finger is used next time. See <i>Lift Badge Restriction</i> on page 34 for detailed process.
<i>Settings Menu</i>	
Global Time Restr.	<p>Displays the question “Enable Time Restrictions?”</p> <ul style="list-style-type: none"> • If there are punch restrictions that prohibit employees from punching at the clock, press the OK button for Yes. • If there are no punch restrictions, press arrows to navigate to No and press the OK button. <p>You can set up the time restrictions on the Punching Restrictions tab of the station properties.</p>
<i>Lists Menu</i>	
All Alphabetical	Displays employee names, badge numbers, and the date and time of each employee’s last punch sorted by the employee last name.
Punched IN	Only employees who are punched IN are displayed. Displays employee names, badge numbers, and the date and time of each employee’s last punch.

Add Punch

See the following process to add a punch for an employee. Use arrows to navigate among OK, Cancel and the edit field.

1. Press OK to select the Add Punch operation.
2. In the Badge Number prompt, enter the badge number to add a punch for. Press the left arrow to erase the number and re-enter it.
3. In the Choose a Date prompt, use the Up and Down arrow to change the employee’s punch day. Press the synchronization button to reset to the current date.
4. In the Please Enter prompt, enter the employee’s punch time. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it.

Credit Hours

See the following process to credit hours for an employee. Use arrows to navigate among OK, Cancel and the edit field.

1. Press the Down arrow to highlight the Credit Hours operation.
2. Press OK to select the Credit Hours operation.

3. In the Badge Number prompt, enter the employee badge number to credit hours for. Press the left arrow to erase the number and re-enter it.
4. In the Choose a Date prompt, use the Up and Down arrows to change the day on which to credit the employee's working hours. Press the synchronization button to reset to the current date.
5. In the Please Enter prompt, enter hours to be credited. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it.
6. In the Please Enter prompt, enter the pay designation number. Pay designations are defined in your system.

Credit Dollars

See the following process to credit dollars for an employee. Use arrows to navigate among OK, Cancel and the edit field.

1. Press the Down arrow to highlight the Credit Dollars operation.
2. Press OK to select the Credit Dollars operation.
3. In the Badge Number prompt, enter the employee badge number to credit dollars for. Press the synchronization button to erase the number and re-enter it.
4. In the Choose a Date prompt, use the Up and Down arrows to change the day on which to credit the employee dollars. Press the synchronization button to reset to the current date.
5. In the Please Enter prompt, enter dollars to be credited. The maximum amount that you can enter is \$999.99. To correct the amount, type numbers to represent the dollars and cents in order. Press the left arrow to erase the number and re-enter it.
6. In the Please Enter prompt, enter the pay designation number. Use pay designations with Dollars type in your system.

Add Schedule

See the following process to add a standard schedule for an employee. Use arrows to navigate among OK, Cancel and the edit field.

1. Press the Down arrow to highlight the Add Schedule operation.
2. Press OK to select the Add Schedule operation.
3. In the Badge Number prompt, enter the employee badge number to add a schedule for. Press the left arrow to erase the number and re-enter it.
4. In the Choose a Date prompt, use the Up and Down arrow to change the day to add a schedule. Press the synchronization button to reset to the current date.
5. In the Schedule Start prompt, enter the scheduled start time. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it.
6. In the Schedule End prompt, enter the scheduled end time. To correct the time, type numbers to represent the hours and times in order. Press the left arrow to erase the number and re-enter it.

Lift Restriction

A punch restriction is a time clock operation that prevents employees from punching In or Out on the time clock at unauthorized times. When an employee attempts to punch during a restricted period, the transaction is denied. The restriction can be lifted to allow the employee to punch in the following cases:

- Employees who are not assigned to this clock.
- Double punch.
- The restriction class-based restrictions.

The Lift Next Restriction operation removes any restriction for the next badge or template initiated transaction. See the following process to lift the next punch restriction.

1. Select the Lift Restriction operation in the Overrides menu.
2. The message “The Specified restriction has been lifted” followed by “Completed. Thank You.” is displayed.

Lift Badge Restriction

A punch restriction is a time clock operation that prevents employees from punching In or Out on the time clock at unauthorized times. When an employee attempts to punch during a restricted period, the transaction is denied. The restriction can be lifted to allow the specified employee to punch in the following cases:

- Employees who are not assigned to this clock.
- Double punch.
- The restriction class-based restrictions.

The Lift Next Restriction for Employee operation removes any restriction for the specified badge (The badge number must be provided when performing this operation) or the template associated with the employee badge when the badge or the finger is used next time. See the following process to lift the next punch restriction for the specified employee.

1. In the Overrides menu, press the Down arrow to highlight the Lift Badge Restriction operation.
2. Press OK to select the Lift Badge Restriction operation.
3. At the Enter Badge/ID number prompt, you can wave the employee’s badge in front of the reader, place the enrolled finger on the platen, or type the employee’s badge number. Press the synchronization button to erase the number and re-enter it. Use the MENU key to navigate among OK, Cancel and the edit field.

Appendix D: Employee Menu

The employee menu is available using the function key defined on the Function Keys tab in the system. The Employee menu is maintained for active employees only. Use the following steps to access the employee menu and perform employee edits.

Employee Review

Supervisors can review an employee's information; employees can also view their own information. See the following process to review employee information.

1. Press the function key to review employee information.
2. In the Enter Badge/ID prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press the left arrow to erase the number and re-enter it. Use arrows to navigate among OK, Cancel and the edit field.

The following employee personal information is displayed and updated one line at a time on the screen:

- Last punch. Displays the date and time of the employee's last punch since a synchronization, whether this punch is In or Out punch.
- Schedules. Displays the employee's standard schedules with schedule date, scheduled start time, and scheduled end time for the current week.
- Pay Designations. Displays pay designation summaries (hours) that defined on the Employee Review tab.
- Benefit balances. Displays benefit balances that defined on the Employee Review tab.

If employees not assigned to the clock are not allowed to punch on this clock, when they review their information using the dedicated function key, the messages indicate that the employee is not a member of this unit.

Enter Tips

Supervisors can enter tips for an employee; employees can also enter tips for themselves. See the following process to enter tips.

1. Press the function key to enter tips.
2. In the Enter Badge/ID prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press the left arrow to erase the number and re-enter it. Use arrows to navigate among OK, Cancel and the edit field.
3. In the ENTER TIPS prompt, enter dollars to be credited. The maximum amount that you can enter is \$999.99. To correct the amount, type numbers to represent the dollars and cents in order. Press the left arrow to erase the number and re-enter it.

Simple Workgroup Entry

Supervisors can perform workgroup transfers for an employee; employees can also transfer themselves to other workgroups. See the following process to perform workgroup transfer.

1. Press the function key to perform simple workgroup entry.
2. In the Enter Badge/ID prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press the left arrow to erase the number and re-enter it. Use arrows to navigate among OK, Cancel and the edit field.
3. In the DEPARTMENT (workgroup level) prompt, enter the workgroup identifier for the workgroup level to transfer. Workgroups are defined in your system. Press the left arrow to erase the number and re-enter it. Use arrows to navigate among OK, Cancel and the edit field.

Multiple Level Workgroup Transfer

Supervisors can perform multiple level workgroup transfers for an employee; employees can also transfer themselves to other multiple level workgroups. See the following process to perform workgroup transfer.

1. Press the function key to perform multiple workgroup entry.
2. At the Enter Badge/ID prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press the left arrow to erase the number and re-enter it. Use arrows to navigate between OK, Cancel and the edit field.
3. At the LOCATION (workgroup level 1) prompt, enter the workgroup identifier for the workgroup level 1.
4. The DEPARTMENT (workgroup level 2) prompt is displayed. Enter the workgroup identifier for the workgroup level 2.
5. The SHIFT (workgroup level 3) prompt is displayed. Enter the workgroup identifier for the workgroup level 3. Workgroups are defined in your system. Press the left arrow to erase the number and re-enter it. Use arrows to navigate between OK, Cancel and the edit field.

Quick Workgroup Transfer

Supervisors can perform quick workgroup transfers for an employee; employees can also transfer themselves to other workgroups. Depends on the settings, the Quick Workgroup Transfer support both simple workgroup entry and multiple level workgroup transfer. See the following process to perform quick workgroup transfer.

1. Press the function key to perform quick workgroup transfer.
2. At the Enter Badge/ID prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press the synchronization button to erase the number and re-enter it. Use the MENU key to navigate among OK, Cancel and the edit field.
3. The specified workgroups are displayed and scrolled line by line on the screen. Select the workgroup to transfer to.

Callback Transaction

Supervisors can perform a punch with specified callback tag for an employee; employees can also add a callback punch themselves. See the following process to perform the callback transaction.

1. Press the function key to perform callback transaction.
2. In the Enter Badge/ID prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press the left arrow to erase the number and re-enter it. Use arrows to navigate among OK, Cancel and the edit field.

Lift Next Restriction

A punch restriction is a time clock operation that prevents employees from punching In or Out on the time clock at unauthorized times. When an employee attempts to punch during a restricted period, the transaction is denied. The restriction can be lifted to allow the employee to punch in the following cases:

- Employees who are not assigned to this clock.
- Double punch.
- The restriction class-based restrictions.

The Lift Next Restriction operation removes any restriction for the next badge or template initiated transaction. See the following process to lift the next punch restriction.

1. Press the function key to perform the Lift Next Restriction operation.
2. The message "The Specified restriction has been lifted" followed by "Completed. Thank You." is displayed.

Lift Next Restriction for Employee

A punch restriction is a time clock operation that prevents employees from punching In or Out on the time clock at unauthorized times. When an employee attempts to punch during a restricted period, the transaction is denied. The restriction can be lifted to allow the specified employee to punch in the following cases:

- Employees who are not assigned to this clock.
- Double punch.
- The restriction class-based restrictions.

The Lift Next Restriction for Employee operation removes any restriction for the specified badge (The badge number must be provided when performing this operation) or the template associated with the employee badge when the badge or the finger is used next time. See the following process to lift the next punch restriction for the specified employee.

1. Press the function key to perform the Lift Next Restriction for Employee operation.
2. At the Enter Badge/ID number prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press the synchronization button to erase the number and re-enter it. Use the MENU key to navigate among OK, Cancel and the edit field.

A Single Day Leave Request

Supervisors can perform a single day leave request for an employee; employees can also request a single day off.

1. Press the function key to request a range of days off.
2. At the Enter Badge/ID number prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press ENTER to confirm the selection.
3. At the Enter Date prompt, enter the date of the request. To correct the date, type numbers to represent the month, day, and year in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
4. (Optional) At the Select Benefit prompt, select the type of benefit to use. Use the Up or Down keys to browse to the last or next benefit. Press ENTER to confirm the selection.
5. At the Enter Amount of Time prompt, enter the number of hours and minutes you need to take off. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
6. The message "Completed. Thank You." is displayed.

Several Days Leave Request

Supervisors can perform a several days leave request for an employee; employees can also request to take several days off.

1. Press the function key to request several days off.
2. At the Enter Badge/ID number prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press ENTER to confirm the selection.
3. At the Enter Date prompt, enter the start date of the request. To correct the date, type numbers to represent the month, day, and year in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
4. At the Enter Date prompt, enter the end date of the request. To correct the date, type numbers to represent the month, day, and year in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
5. (Optional) At the Select Benefit prompt, select the type of benefit to use. Use the Up or Down keys to browse to the last or next benefit. Press ENTER to confirm the selection.
6. At the Enter Amount of Time prompt, enter the number of hours and minutes you need to take off. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.
7. The message "Completed. Thank You." is displayed.

Data Collection Operation

Use a function for tracking the specific information entered from the clock. The collected data can be reported or exported later.

1. Press the function key to collect data.
2. At the Enter Badge/ID number prompt, you can wave the employee's badge in front of the reader, place the enrolled finger on the platen, or type the employee's badge number. Press ENTER to confirm the selection.
3. A set of prompts are customized based on the configuration. Read the prompt text and enter the information.
4. The message "The Specified restriction has been lifted" followed by "Completed. Thank You." is displayed.

Pass Through Operation

Supervisors or employees can use the function key for the pass through operation to simply present a splash message or trigger the relay.

1. Press the function key for the pass through operation.
2. The splash message maybe displayed or the relay is triggered based on the configuration.
3. The message "Completed. Thank You." is displayed.

Appendix E: Printing Badge Labels in Attendance on Demand

To print badge labels in Attendance on Demand, configure the badge label template first, and then print labels.

Configuring Badge Label Printing

1. Click Global Setup in the Configuration menu group in Attendance on Demand.
2. Click the Badge Printing tab. You can click Add Badge Report Template link to add a new badge report template or click Revert to Defaults link to use/modify existing badge report template.

Global Setup

[▸ General](#) [▸ Clock Groups](#) [▸ Kiosk](#) [▸ ESS](#) [▸ ESS Profiles](#) [▸ IP Filtering](#) [▸ Processes](#) **[▸ Badge Printing](#)**

[Add Badge Report Template](#) [Revert to Defaults](#)

Badge Report Templates

Options	Badge Numbering Format : EM4100 (3 digits,5 digits) Change Preferred Label Template : Standard 3x6 Badge Label Layout
Standard 3x6 Badge Label Layout	
Basic	3 (horiz.) by 6 (vert.) Change Remove Print
Measurements	Badge Width : 2.5000 Change Badge Height : 1.6100 Left Offset : 0.1000 Top Offset : 0.2000 Column Spacing : 0.1250 Row Spacing : 0.1250
Includes	Include Employee Name : Yes Change Include Company Name : No

3. See the following table to set up badge report templates.

The **Option** area defines global properties used to print badge labels.

<i>Property</i>	<i>Description</i>
Badge Numbering Format	Determines how badge numbers are rendered on the badge label: <ul style="list-style-type: none">• Standard (up to 9 digits): Badge number is rendered up to 9 digits. For example, 1234.• Standard (9 digits Padded): Badge number is rendered as 9 digits. For example, 000001234.• EM4100 (3 digits, 5 digits): Badge number is rendered as a 3, 5 digit number. For example, 123,456789.
Preferred Template	Select one of the Badge Label Templates to use as the preferred template for the Badge Label Report. Layouts are named by the number of labels horizontally and vertically available on a single sheet. <ul style="list-style-type: none">• Standard 3x6 Badge Label Layout• Standard 2x4 Badge Label Layout

Basic area

<i>Property</i>	<i>Description</i>
Description	Sheet label template description.
Layout	Indicates the number of labels horizontally and vertically available on a single sheet. There are two layouts available: 3 by 6 or 2 by 4. Note: Properties in the Measurement area are reverted to default values for the selected layout.

The **Measurement** area defines properties to adjust the position of the print on the Badge Label report.

In most cases, use default values.

<i>Property</i>	<i>Description</i>
Badge Width (inches)	The width in inches of an individual label.
Badge Height	The height in inches of an individual label.
Left Offset	The distance (horizontally) from the left margin of the page to the beginning of an individual label.
Top Offset	The distance (vertically) from the top margin of the page to the beginning of an individual label.
Column Separator Spacing	The distance (horizontally) from the right border of an individual label to the left edge of the label to its immediate right.
Row Separator Spacing	The distance (vertically) from the bottom border of an individual label to the top edge of the label directly beneath it.

The **Includes** area

Property	Description
Include Employee Name on Badge Label	When enabled, the employee name is included on the badge label. The employee's first name and last name are printed on two separate rows.
Include Company Name on Badge Label	When enabled, the company name is included on the badge label. The company name is printed after the employee name (if included) and before the badge number.
Company Name Text	Optional replacement text for the company name.

Print employee badge labels using the preferred Badge Label Template.

Printing Badge Labels Using a Template

1. Click System Reports in the Reports menu group.
2. Click the Employee Lists tab.
3. Click the Badge Labels link.
4. Choose Employees.
5. Type the number of labels to skip. This allows you to skip previously printed labels starting from the top of the page. It applies only for the first page if the report is a multi page report.

Note: *If this report is saved to the "My Reports" area and is re-executed from this area, the same number of labels is skipped.*

6. Click Run Report to generate a PDF file.

Appendix F: Issuing a Badge to a Single Employee in Attendance on Demand

This procedure is used to assign an unregistered badge to an employee in Attendance on Demand.

Note: When new employees are added to the system using the Add New Employee wizard, a registered badge is recommended for you (if badges are allocated using the procedure on page 16).

1. Obtain a proximity badge (packaged with the I.T. 3100).
2. In the employee's Personal Information, click the Basic tab. The Badge and Clock Group fields affect the employee's ability to punch at the clock.

Pages **Personal Info.** Employee **Employee, Test X** Location **1**

Employee, Test X (1, 1, 1)

Last Name	First Name	ID	Badge Location	Department Cost
Employee	Test	999999999	0 1	1 1

► **Basic** ► Personal ► Private ► Address ► Rates ► Workgroup ► Active Status

Last Name Employee

First Name Test

Middle Initial X

ID Number 999999999

Badge 0 [Assign](#)

Pay Class Full Time [Change](#)

Pay Class Eff. Date Mon Jun-07 04

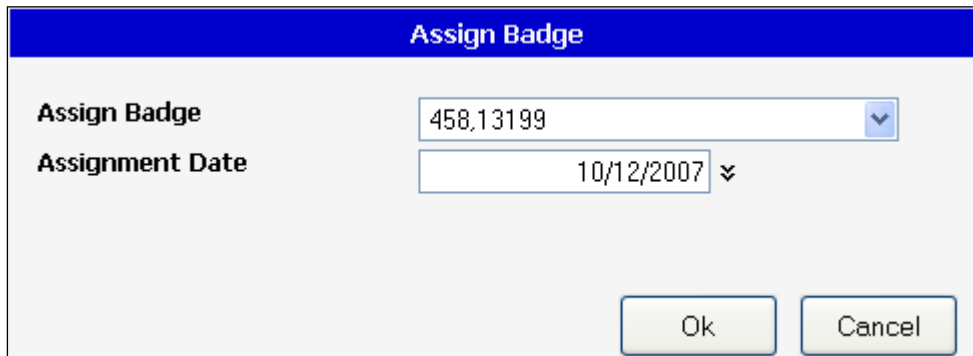
Clock Group Clock Group #1

Schedule Pattern 8a/5p (Mo,Tu,We,Th,Fr) [Change](#)

Sch. Patt. Eff Date Thu Jun-03 04

Date of Hire Tue Jan-01 80 [Change](#)

3. If an employee has a badge number of zero and inactive badges are available for use in the system, the Assign link is available. Use the Assign Badge window to assign an inactive badge to an employee.

A screenshot of a software dialog box titled "Assign Badge". The dialog has a blue header bar with the title. Below the header, there are two labels on the left: "Assign Badge" and "Assignment Date". To the right of "Assign Badge" is a text input field containing "458,13199" and a small downward arrow icon. To the right of "Assignment Date" is a date input field containing "10/12/2007" and a small downward arrow icon. At the bottom right of the dialog are two buttons: "Ok" and "Cancel".

Assign Badge	
Assign Badge	458,13199
Assignment Date	10/12/2007
<div>Ok Cancel</div>	

4. Check to make sure the employee is assigned to one of the clock groups assigned to the I.T. 3100.
- Click System Setup in the Operations menu group.
 - Click Time Clock Stations.
 - Click the name of the I.T. 3100 where the employee should punch.
 - Click the Clock Groups tab.
 - Make sure the employee's clock group is listed. If not, change the employee's clock group or add the employee's clock group to the Clock Groups tab.
5. Force a synchronization operation by pressing the dedicated function key on the clock or accessing the MENU with the Administrator authority level or wait until the next automatic synchronization. (By default, the I.T. 3100 synchronizes with the hosted system once an hour.)